



Rogue Community College®

Student Employment Services

Student Employee Workplace Expectations Feedback Form

Use space below to give specific feedback to your student worker (punctuality, time off, etc.)

RELIABILITY

Is punctual and has good attendance
Notifies supervisor of absences before start of work day
Gives adequate notice when requesting time off
Observes all organization policies & safety rules

PRODUCTIVITY

Accepts responsibility to complete assigned tasks on time
Follows directions: oral, written, multi-step
Stays on task, even without direct supervision
Shows neatness & accuracy with detail
Works hard, seeks additional work if time allows
Keeps tools and materials organized & in good condition

PROBLEM SOLVING/DECISION-MAKING

Recognizes when problems exist and tries to solve them
Seeks help when needed
Plans & organizes work to achieve best efficiency
Communicates suggestions to improve workplace systems

INTERPERSONAL / TEAMWORK

Gets along well with co-workers
Responds to changing job demands, helps others if needed
Is friendly and polite
Accepts and responds positively to ongoing performance feedback
Works with team to satisfy customer expectations

COMMUNICATION

Clearly expresses self to others (oral, written, sign)
Readily asks questions if confused about correct procedures
Listens well, takes notes when needed
Observes confidentiality
Respects cultural and ethnic differences in communication styles

WORKPLACE MATURITY / COMMITMENT

Is honest, willing to admit mistakes & learn from them
Is interested in learning more about own job and organization as a whole
Dresses appropriately for work site
Maintains proper hygiene
Finds appropriate ways to deal with stress
Strives to improve quality of own work and always gives best effort

Student Worker Signature

Date

Supervisor Signature

Date